

## QUALIFICATION AND WORKING EXPERIENCE REQUIRED FOR THE FOLLOWING POSITIONS

Sl. No.	Position/ Officials	Qualification	Position Level	Recommended Salary	Experiences (No. of years)	Remarks
1.	Monitoring, Evaluation and Knowledge Management Officer	Bachelors/ Masters of Arts, Commerce, Science	P2A or Equivalent	Nu. 48450-650-53000 with 30% contract allowance	Minimum of 10 years professional working experience in civil service or private sector or in relevant donor assisted projects and 2-3 years' experience in monitoring	Good communication, ICT, analytical and statistical skills. To be deployed on secondment and if could not be deployed shall be opened for recruitment
2.	Agriculture Resilience Plan Coordinator	Bachelors/Masters of Arts, Commerce or Science	P3A or Equivalent	Nu. 42475-570-46465 with 30% contract allowance	Minimum of 10 years professional working experience in civil service or private sector or in relevant donor assisted projects and 2-3 years' experience in coordination and management	Good communication, ICT, analytical and statistical skills and having adequate project management experience may be given preference.
3.	Project Support Officer	Bachelors/Master of Science, Arts or Commerce	P5A or Equivalent	Nu. 30975-415-33880 with 30% contract allowance	Minimum of 3 years professional experience in civil service or private sector or in relevant donor assisted projects.	Good communication, writing, ICT and reporting skills will be multi-tasking for administrative support services and having adequate experience may be given preference.
4.	Procurement Officer	Bachelors of Business Administration/ Bachelors of Commerce/ Any relevant qualification	P3A or Equivalent	Nu. 42475-570-46465 with 30% contract allowance	Minimum of 10 years of professional working experience in civil service or private sector or in relevant donor assisted projects.	Having adequate experience and possessing highest integrity and work ethics may be given preference.
5.	Social Inclusion and Nutrition Officer	Bachelors of Science/ Masters of Science in Agriculture/ Nutrition/ Food Science	P2A or Equivalent	Nu. 48450-650-53000 with 30% contract allowance	Minimum of 10 years of professional working experience in civil service or private sector or in relevant donor assisted projects.	Having adequate project management experience and possessing communication and reporting skills may be given preference.
6.	Project Engineer	Bachelors of Science/ Masters of Science in Civil/ Irrigation	P2A or Equivalent	Nu. 48450-650-53000 with 30% contract allowance	Minimum of 5 years working experience in civil service or private sector or in relevant donor assisted projects.	Having adequate experience in climate resilience infrastructure designing and execution and possessing highest integrity and reporting skills may be given preference.
7.	Cleaner	Class VI Pass/ Non-Formal Education	GSP Equivalent	Nu. 14175-190-15505	The candidate should have right attitude to work in a team.	
8.	Driver	Class VI Passed	O4 Equivalent	Nu. 15825-17330 with 30% contract allowance	Minimum of 3 years working experience in civil service or private sector having valid driving license.	

## **1.TOR FOR MONITORING & EVALUATION AND KNOWLEDGE MANAGEMENT OFFICER**

The Monitoring and Evaluation and Knowledge Management Officer shall be responsible for guiding, development and operation of the M&E and Knowledge Management arms of the project. He/ She shall report directly to the Project Director.

Specifically, the M&E and Gender Officer shall carry out the following tasks:

- ✓ Set up the Project Monitoring and Evaluation (PME) System and ensure that it is implemented effectively by the key implementing partners.
- ✓ Coordinate the project planning, such as consolidation of the AWPB, conducting, preparation and submission of project reports (such as Annual Progress Report, RIMS and AOS) and conducts of surveys (such as baseline, AOS, and end-line surveys) and project completion report (PCR).
- ✓ Input all the key indicators (outputs, outcomes and impacts) of BRESKA to be captured in monitoring and evaluation system of RGoB.
- ✓ Ensure timely updation of the project log frame as per the project framework and financial agreement.
- ✓ Responsible for timely data collection and entry, data analysis and report writing. Recommend measures to enhance program performance based on the analysis of reports.
- ✓ Closely coordinate with project Dzongkhags and other agencies of the RGoB involved in BRESKA for timely generation and collection of project data/results for which a system will be established.
- ✓ Coordinate all IFAD related compliance reporting and implementation of support/supervision mission, MTR, annual reviews and completion review.
- ✓ Act as bridge between WFP and PMU in fostering and building partnership and collaboration with line technical agencies of RGOB for implementation of Technical Assistance (TA) component.
- ✓ Coordinate with all the component managers and implementing units on report requirements and on issues relating to project results, documentation, preparation/consolidation of learning and preparation/dissemination of communication/learning materials.
- ✓ Assist Project Director in the preparation and conduct of Project Steering Committee (PSC) and Dzongkhag Project Coordination Committee (DPCC) meetings.
- ✓ Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- ✓ Initiate and lead the coordination for implementation and updating of the KM strategy for the project.

- ✓ Take lead in developing and disseminating quality knowledge products depending on the target audience and information needs. The knowledge products could be in the forms of publications, documented case stories, photo documentation, videos, charts, manuals, etc.
- ✓ Capture and disseminate lessons learned, successful case studies and good practices on a regular basis by adopting various knowledge sharing methods and tools.
- ✓ Design and facilitate cross-project learning and best practice transfer within and outside project through workshop/meeting, documentation and sharing of lessons learned, media trip and learning routes.
- ✓ Create and maintain knowledge repositories to store and organize articles, reports and other resources related to the project.

## **2.TOR FOR PROJECT SUPPORT OFFICER**

The Project Support Officer (PSO) will provide support to the Project Management team and help them to deliver on the project outputs on time, within budget and required quality. She/he shall report directly to the Project Director.

Specifically, the PSO shall carry out the following tasks:

- ✓ Responsible for logistic arrangements of external and internal project meetings, workshops, study tours, visits, travels, and training courses to ensure that they are properly organized and conducted and that minutes are accurately recorded and circulated to related people.
- ✓ Provide support to the monitoring and evaluation of the project and preparation of reports when required.
- ✓ Coordinate on behalf of the Project with various stakeholder institutions such as Dzongkhags, Gewogs, and other key implementing partners for effective implementation of project activities.
- ✓ Facilitate and organize workshops and meetings and document project meetings, workshops and preparing monthly updates to Project Director, Dzongkhag Project Coordination Committee and Project Steering Committee.
- ✓ Making logistical arrangements and on-ground support to project activities at the National level and beyond.
- ✓ Facilitate project meetings and other relevant events or forums on request including invitations, facilities booking, agenda production, minute-taking and issuing.
- ✓ Plan and maintain important events of project along with a Project Calendar.
- ✓ Arrange Project related travel and/or events whenever necessary.
- ✓ Generate simple documents such as letters, memos, spreadsheets and presentations.

- ✓ Assist the Project Team in planning and execution of work schedules, project reviews and project highlight reports.
- ✓ Responsible for ensuring that all project documentation is stored logically and securely in accordance with agreed document management processes.
- ✓ Liaise with the BRESKA Liaison office at the Ministry of Agriculture and Livestock for necessary follow-up.
- ✓ Assist Procurement Officer in the Procurement of goods, services and works for the project in line with the loan agreement and the RGoB financial rules and regulations.
- ✓ Discharge the role of Administration Officer with respect to maintenance of stock register, processing of leave for project staff and follow up on any HR related matters.
- ✓ Undertake any other responsibilities as may be assigned by Project Director from time to time

### **3. TOR FOR PROCUREMENT OFFICER**

The Procurement Officer shall be responsible to initiate and conclude project related procurement processes that are consistent with RGoB and IFAD procurement policies and guidelines. He/ She shall report directly to PD.

Specifically, the Procurement Officer shall carry out the following tasks:

- ✓ Guide project implementing agencies with preparation of procurement plan in consistent with IFAD Procurement Policies and Guidelines.
- ✓ Sensitize project implementing agencies on IFAD Procurement Policies and Guidelines on a regular basis.
- ✓ Guide implementing agencies in planning, quantifying and projecting budget requirement for the supply of inputs in the project landscape areas.
- ✓ Prepare contracts with suppliers, service providers, and consultants as per the requirements of the project.
- ✓ Ensure compliance with contract management procedures of the organization and follow up with finance team to ensure payments are made on time.
- ✓ Collect information on inputs being supported by the project from implementing agencies and maintain repository of information for reporting to DPCC, PSC and IFAD Mission.
- ✓ Coordinate effective management of inputs and structures in project areas to ensure greater benefit to beneficiaries.
- ✓ Ensure that project Dzongkhags follow acceptable methods of procurement and facilitate in obtaining 'No Objection' from IFAD.
- ✓ Assist PMU team especially Component Managers and Project Engineers to ensure that activities are implemented in compliance with IFAD and RGoB Procurement Rules.

- ✓ Undertake any other responsibilities as may be assigned by Project Director from time to time.

#### **4. TOR FOR PROJECT ENGINEER**

The Project Engineer shall report directly to the Project Director and shall be responsible to initiate and conclude project related engineering processes that are consistent with RGoB and IFAD procurement policies and guidelines.

Specifically, the Project Engineer shall carry out the following:

- ✓ Liaise and work in close collaboration with the Agriculture Engineering Division under Ministry of Information and Transport (MoIT) and Dzongkhag Human Settlement and Engineering Services of four Project Dzongkhags.
- ✓ Guide implementing agencies in planning and execution of infrastructure development in project areas.
- ✓ In collaboration with Procurement Officer, sensitize implementing agencies on project requirement in respect to infrastructure development in project areas.
- ✓ Coordinate capacity building of Dzongkhag Engineers on climate resilient infrastructure development in project areas.
- ✓ Prepare contracts with suppliers for all activities related to works category in line with IFAD and RGoB Procurement Rules and Regulations.
- ✓ In collaboration with implementing agencies and PMU team, monitor implementation of infrastructure development activities in project areas.
- ✓ Compile reports on infrastructure development activities being implemented in project areas as per the requirement of project.
- ✓ Assist Monitoring and Evaluation and Knowledge Management Officer in documenting success stories and case studies on infrastructure development in project areas.
- ✓ Adapt and set up appropriate open source software to inventorize and maintain a repository of information on infrastructure development under the project.
- ✓ Undertake any other responsibilities as may be assigned by PD from time to time.

## 5. TOR FOR AGRICULTURE RESILIENCE PLAN (ARP) COORDINATOR

The ARP Coordinator will work closely with PMU team, Technical Specialists and Project Dzongkhags in coordinating the implementation of the Agriculture Resilience Plans (ARPs) in four project Dzongkhags. He/ She will report directly to Project Director.

Specifically, the ARP Coordinator will carry out the following task:

- ✓ Coordinate with Project Dzongkhags in identifying Community Supporters (Sanam Jabchorpas in each Gewog of four project Dzongkhags).
- ✓ Coordinate and facilitate capacity building of the Sanam Jabchorpas in each Dzongkhag.
- ✓ Assist Social Inclusion and Nutrition Officer in developing holistic criteria selection of vulnerable populations from each Gewog of four Dzongkhags.
- ✓ Consult and develop social inclusion and livelihood enhancement strategy to ensure effective implementation of livelihood enhancement activities in project areas.
- ✓ Coordinate and facilitate in identifying vulnerable households from each Gewog of four project Dzongkhags.
- ✓ In collaboration with Component Managers and M&N E Officer and Project Dzongkhags, guide Dzongkhags in mainstreaming Agriculture Resilience Plans (ARPs) in Dzongkhag and Gewog Plans.
- ✓ In collaboration with WFP Technical Specialists, coordinate in organizing consultation for CLEAR exercise in project Dzongkhags.
- ✓ Coordinate in developing Livelihood Investment Plans for selected groups of vulnerable populations.
- ✓ Coordinate in conducting capacity building of Sanam Jabchorpas (SJs) on LIP for effective implementation of livelihood enhancement initiatives in each project Dzongkhag.
- ✓ In collaboration with PMU team, Technical Specialists and other key implementing agencies, monitor the progress of LIP implementation on regular basis.
- ✓ Collect and maintain a repository of information on social inclusion and livelihood enhancement activities being supported in each Dzongkhag.
- ✓ Manage and oversee the performance of Sanam Jabchorpas in each of the Gewog.
- ✓ Carry out other task as may be delegated by Project Director from time to time.

## 6.TOR FOR SOCIAL INCLUSION AND NUTRITION OFFICER

The **Social Inclusion and Nutrition Officer** will implement social inclusion strategies and work closely with PMU team and Technical Specialists appointed by WFP at PMU. He/ She will report directly to Project Director.

Specifically, the Social Inclusion and Nutrition Officer will carry out the following task:

- ✓ Integrate gender indicators into the Monitoring & Evaluation System and in the Annual Outcome Surveys (AOS) to ensure collection of vulnerable groups by gender disaggregated data on project activities and outputs.

- ✓ Assist M&E Officer in analyzing gender disaggregated data and contribute to reporting on gender and KM in the annual progress report and RIMS.
- ✓ Conduct gender sensitization/gender capacity building trainings/workshops in the project areas at least once every financial year.
- ✓ Develop and maintain a knowledge database on gender and gender issues, impacts and strategies on respective sectors serviced by the project, and raise awareness amongst staff.
- ✓ Advise, initiate, support and advocate gender mainstreaming efforts in the project intervention sites.
- ✓ Undertake community and stakeholder consultation and develop social inclusion strategy in collaboration with relevant stakeholders and PMU team.
- ✓ Undertake special studies/assessments on gender related and other themes relevant to the project.
- ✓ Assists in developing and disseminating quality knowledge products depending on the target audience and information needs. The knowledge products could be in the forms of publications, documented case stories, photo documentation, videos, charts, manuals, etc.
- ✓ Assist the M&E Officer in the coordination of the project planning, such as consolidation of the AWPB, conducting, preparation and submission of project reports (such as Annual/Half Yearly Progress Report, RIMS and AOS) and conducts of surveys (such as baseline, AOS and end-line surveys) and project completion report (PCR).
- ✓ Assist M&E Officer in timely data collection and entry, data analysis and report writing.
- ✓ Analyze gender disaggregated data and contribute to reporting on gender and KM in the annual progress report and RIMS.
- ✓ Closely coordinate with project Dzongkhags and other agencies of the RGoB such as FCBL participating in BRESKA for timely generation and collection of project data/results for which a system will be established.
- ✓ Initiate and lead the coordination for implementation and updating of the KM strategy for the project.
- ✓ Integrate gender indicators into the M&E system and in the AOS surveys to ensure collection of gender segregated data on project activities and outputs.
- ✓ Conduct gender sensitization/gender capacity building trainings/workshops in the project areas at least once every financial year.
- ✓ Develop and maintain a knowledge database on gender and gender issues, impacts and strategies on respective sectors serviced by the project, and raise awareness amongst staff.
- ✓ Support and advocate gender mainstreaming efforts in the project interventions.
- ✓ Undertake special studies/assessments on gender related and other themes relevant to the project.
- ✓ Undertake any other task as may be assigned by PD from time to time.

## **7.TOR FOR ADMINISTRATIVE ASSISTANT TO BE MULTITASKED BY PROJECT SUPPORT OFFICER**

The Administrative Assistant shall be responsible for the overall administrative functions of BRESCA covering procurement, personnel, travel, property maintenance, human resource development and others.

Specifically, the Administrative Assistant will carry out the following task:

- ✓ Assist PMU in the formulation of the Procurement Plan for BRESCA in line with the loan agreement and the RGoB Financial Manual.
- ✓ Assist PMU in procurement processes in keeping with the provisions of the RGoB Financial Manual 2001 and the conditions in the Loan Financing Agreement.
- ✓ Expedite formulation of HRD plan congruent with the Bhutan Civil Service Rules and Regulations 2018 or any amendments thereafter (BCSRR) and facilitate its implementation as required.
- ✓ Undertake personnel functions in accordance with the BCSRR 2018 or any amendments thereafter.
- ✓ Assist Procurement Officer in procuring equipment and office stationeries for the PMU.

- ✓ Maintain Stock/Asset Register for PMU.
- ✓ Facilitate the processing of leave, travel requests and the placement of project personnel.
- ✓ Assist Procurement Officer in initiating and facilitating the conduct of bidding processes in a manner consistent with the RGoB Financial Manual and the Loan Financing Agreement.
- ✓ Coordinate with other focal points/component managers on administrative matters.
- ✓ Report regularly to the PD on matters related to administration.
- ✓ Undertake other responsibilities as may be assigned by PD from time to time.

## **8.TOR FOR CLEANER**

The Cleaner shall be responsible to maintain high standard of hygiene and cleanliness throughout the PMU Office by cleaning of the building, removing debris, and keeping all areas neat and tidy. He/ She shall report directly to Administrative Assistant.

Specifically, the Cleaner will carry out the following task:

- ✓ Clean windows (internal and external side) and window frames and rest rooms.
- ✓ Dust all furniture and scrub surfaces clean (desks, tables, shelves, cabinets and chairs)
- ✓ Clean IT equipment to ensure that the delicate equipment is maintained dust free.
- ✓ Empty trash bins and change plastics.
- ✓ Clean and maintain cleanliness of the office premises.
- ✓ Clean and change flower pots being maintained around the office premise.
- ✓ Identify and report possible repairs and light fixtures to Administrative Assistant as and when necessary.
- ✓ Assist Administrative Assistant in attending to the official guests.
- ✓ Undertake any other duties as may be assigned by Administrative Assistant from time to time.

## **9.TOR FOR DRIVER**

The Driver shall be responsible to maintain cars in running condition and ensure mobility of PMU staff at all times. He will report directly to Administrative Assistant.

Specifically, the Driver will carry out the following task:

- ✓ Drive office vehicles for the transport of authorized PMU personnel.
- ✓ Collect and deliver mails, documents and other items as and when required.
- ✓ Ensure that vehicle comply with the Minimum Operating Security Standards (MOSS).
- ✓ Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
- ✓ Ensure that the assigned vehicle is kept neat and clean (interior and exterior) at all times.
- ✓ Maintain log book of official duties, daily mileage, fuel consumption, oil changes and greasing.
- ✓ Follow all rules and regulations in relation to Road Safety and Transport Authority.
- ✓ Perform other duties as may be assigned by Administrative Assistant from time to time.